

CITY OF TUALATIN

Classification Description

Job Title: Program Coordinator
Department: Various
Reports To: Department Director
FLSA Status: Non-Exempt

SUMMARY: Implements, develops and coordinates special projects and programs which have a broad impact and are designed to meet specific needs of the community or City. Coordinates projects with City staff, the public, and/or outside agencies. Provides information to the public and acts as liaison.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Exercises independent judgment and initiative and applies considerable knowledge of organizational programs and procedures in meeting a wide variety of work problems involving continual public, intergovernmental and interdepartmental relations.

Serves as City/Community liaison; responds to issues raised by members of the public, coordinating responses with other staff or outside agencies as appropriate. Provides information, explains processes, and gives advice; makes recommendations for resolution.

Prepares grant applications and manages use of grant funds.

Administers various franchises.

Conducts research, procedural and administrative studies and prepares reports containing proposed or recommended solutions or courses of action.

Assists in direction or implementation of programs. Presents information and recommendations. Creates, tracks, and/or maintains program or project records or files in an efficient and functional manner.

Composes articles, news releases, correspondence, reports, ordinances, resolutions and other informational material as assigned. Independently assesses and prioritizes daily workload.

Provides public information for the City; develops working relationships with the media; issues press releases and official statements; coordinates and edits the City newsletters or articles; designs displays, visual arts and web page information.

Administers and monitors program/project budgets and assists supervisor with preparation and monitoring of department budget.

Assists supervisor and members of the City management staff in monitoring internal and external issues; serves as a member of the City's management staff;

Advises departmental personnel on new programs, procedures and policies.

Represents principal official and the City at various local, regional and statewide meetings, serves on committees; makes presentations to staff, Council, commissions, boards, civic groups and the public.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES

Supervision is not a normal responsibility of this position. May exercise some limited supervision in special instances.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Adaptability - Manages competing demands; Able to deal with frequent change or unexpected events.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of the principles, practices and techniques of business and public administration. Possession of additional specialized knowledge, skills and abilities pertinent to the assignment. Considerable knowledge of the principles, practices and equipment of modern functions, policies and procedures of the department to which assigned as to how these relate to the City organization as a whole, or the ability to acquire such knowledge.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources. Ability to provide effective leadership and coordination in developing solutions and recommending new techniques. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques.

EDUCATION and/or EXPERIENCE Considerable experience of a progressively responsible nature in work involving organizational management and operations. Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration or related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of, or the ability to secure possession of, a valid Oregon driver's license. Specific assignments may require possession of, or the ability to secure, state certification for performing assigned duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. The employee is occasionally exposed to outdoor weather conditions.